

ORD-1902-76

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and Technology

SUBJECT : Recommendation for Quality Step Increase--

25X1

1. It is recommended that [] of the Problems Analysis Staff, Office of Research and Development, be granted a Quality Step Increase from GS-06, step 1 to GS-06, step 2.

25X1

2. [] has been serving as the Secretary for the Problems Analysis Staff, Office of Research and Development since July 1975. During the 14 months of her tenure in this position, she has maintained a constantly high standard of job proficiency. Additionally, Mrs. Jones' performance continues to improve and she gives every indication that her standards of proficiency will be higher in the future.

25X1

3. The Problems Analysis Staff produces relatively lengthy Staff Papers relating to future needs of the Agency in research and development. The genesis of such papers requires many drafts, revisions and alterations on the way to a final formal state. [] has contributed significantly to the preparation of these studies in that she has incorporated major revisions into already lengthy iterations of a study with minimal turn-around time. While doing these revisions, Mrs. Jones has been able to maintain the routine administrative functions of the office in their normally expeditious state.

25X1

4. [] has also demonstrated the ability on several occasions to work effectively under the pressure of short deadlines. She has been able to maintain an admirable level of precision and accuracy in her work even during periods of stress.

25X1

EYES ONLY

EYES ONLY

SUBJECT: Recommendation for Quality Step Increase--

25X1

5. Most importantly, however, is the reliability of [redacted] She has demonstrated the ability to assimilate the important points of flexible office situations and the ability to respond to and handle contingencies as they arose. Once briefed on the possible outcomes of office events, the staff can implicitly trust [redacted] to deal with situations as they arise and to keep the necessary parties informed of the latest events. This level of reliability allows the staff to carry out its functions of liaison and communication with people outside ORD without any anxiety that the office situation is left uncovered.

25X1

25X1

6. The Problems Analysis Staff, Office of Research and Development feels that [redacted] performance over the past 14 months merits a Quality Step Increase. The staff feels that her service fully meets the eligibility criteria for such an increase set forth in HR 20-31 a(3) b(2).

25X1

[redacted]
Acting Director of
Research and Development
DD/S&T

25X1

CONCUR:

Deputy Director for
Science and Technology

Date

The recommendation contained in paragraph 1 is approved.

Director of Personnel

EYES ONLY